**Excellent Tips**

**Your Bi-Weekly Excel Newsletter**

Simple Math made … Simpler!

- Sum
- Subtract
- Multiply
- Divide
- Count
- Average

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**Pick your Method:**

You can sum, subtract, multiply, divide, count, average, etc. numbers in a variety of ways within Excel: using a formula, a function or clicking a button. Letting Excel do the math for you saves time and guarantees a correct calculation. The **Status Bar** offers a quick view of preset calculations.

**Formula:**

By typing “=” within a cell you let Excel know you want it to perform a calculation. For example:

<table>
<thead>
<tr>
<th>Select a cell and type:</th>
<th>Result will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To add</td>
<td>=10+5</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td>To subtract</td>
<td>=10-5</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
<tr>
<td>To multiply</td>
<td>=10*5</td>
</tr>
<tr>
<td></td>
<td>50</td>
</tr>
</tbody>
</table>

**Function:**

Functions are useful when you’re working with a range of cells. To enter a formula, type = and then the function you’d like to perform (SUM, PRODUCT, QUOTIENT, COUNT, AVERAGE), open parenthesis, then the numbers or cell references, then close parenthesis.

SUM: =SUM(A2:A5). The result will be the sum of all numbers within cells A2 through A5.

Subtract: SUM(30, A3, -15, -B6). The result will add 30, add the value in A3, subtract 15 and subtract the value in B6.

**Click of a Button:**

Click an empty cell to the right of a row of numbers or below a column and click **AutoSum** under the Formulas tab. A drop down appears listing available calculations.

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**Links to Video Demonstrations**

Using **Formulas**: Simple Formulas to do the Math

Help with **Functions**: Find Help for Excel Functions

View the calculations using the **Status Bar**: Let the Status Bar do the work